

EMPLOYMENT OPPORTUNITY

1. RPA #	005--CTC
ANALYST'S INITIALS	
DATE	

YOU MUST BE A PERMANENT OR PROBATIONARY STATE EMPLOYEE, A FORMER PERMANENT OR PROBATIONARY EMPLOYEE OR ON AN EMPLOYMENT LIST FOR THIS CLASSIFICATION IN ORDER TO APPLY FOR THIS POSITION.

2. CLASS TITLE Staff Services Analyst, Ranges A-C	3. POSITION NUMBER 696-004-5157-001	4. TENURE PERMANENT	5. TIME BASE Full Time	6. CBID R01
7. OFFICE OF California Transportation Commission (CTC)	9. LOCATION (CITY or COUNTY) SACRAMENTO		13. MONTHLY SALARY \$2632 TO \$4155/ MO	
8. SEND APPLICATION TO: California Transportation Commission Attention: Tracy Fletcher-Bowman 1120 "N" Street, Rm. 2224 (MS-52) Sacramento, CA 95814	10. WORKING HOURS MON - FRI, DAYS -			
	11. PUBLIC PHONE NUMBER (916) 653-2064			
12. CALNET NUMBER			14. FILE BY April 29, 2005	

DUTIES

Under the administrative and specific direction of the Chief Deputy Director, the incumbent will:

- Assist in the implementation of the Traffic Congestion Relief Program. Review project proposals and prepare recommendations for approval; monitor projects and project milestones; track and record Commission actions; and respond to inquiries from program fund recipients and Department of Transportation (Department) staff.
- Review, monitor, and analyze proposed legislation. Maintain an up-to-date record of pending legislation, legislative committee and agency analyses, and bill status. Confer with CTC legislative staff and coordinators of other agencies.
- Participate in briefing meetings prior to the CTC meetings. Prepare and finalize CTC meeting minutes using own and others' notes, as well as tapes. Distribute approved minutes.
- Assist in preparing the CTC sketch and meeting agenda.
- Provide backup support for Executive Assistant related to CTC meeting schedules, locations, and contracts; Commissioner and staff itineraries and travel plans; workshops, and other meetings.
- Provide assistance to Executive Support Analyst in records management and document storage.

DESIRABLE QUALIFICATIONS

- Experienced in analyzing and tracking legislation.
- Well organized; pays attention to detail; accurate.
- Handle changing and competing priorities.
- Interact well with high level officials.
- Work in a team environment.

How to Apply: Submit a State Application and resume to: Tracy Fletcher-Bowman, Administrative Officer; California Transportation Commission; 1120 N Street, MS-52; Sacramento, CA 95814

Final Filing Date: Applications from state employees who have list eligibility or are eligible for lateral transfer to the Staff Services Analyst classification will **be accepted until April 29, 2005 or until the position is filled.**